

DD/A Registry
81-0232/1

9 FEB 1981

MEMORANDUM FOR: Director of Training and Education

FROM : William N. Hart
Acting Deputy Director for Administration

SUBJECT : Suggestion and Achievement Awards Performance --
Fiscal Year 1980

1. I am pleased to note that the Office of Training and Education accomplished an excellent record during the past Fiscal Year in the Suggestion and Achievement Awards Program. You had five employees earn Special Achievement and Exceptional Accomplishment Awards totaling \$4,500, the fifth highest in the Directorate. In addition, three employees earned Suggestion Awards totaling \$350.

2. During Fiscal Year 1980, Agency employees initiated 475 eligible suggestions, and 122 adopted suggestions earned awards amounting to \$33,210. The Special Achievement and Exceptional Accomplishment Awards amounted to \$215,050, a new record and a 96% increase over Fiscal Year 1979 total of \$109,828. This also represents 83% of the total cash awards paid in the Suggestion and Achievement Awards Program.

3. I am sure that your outstanding performance is due to your active encouragement of the Program. Your Office of Training and Education Coordinator [redacted] was very instrumental in guiding OTE officers in developing well researched, written, and expedited evaluations and recommendations that facilitated bringing them to a successful conclusion.

4. Congratulations to you and your personnel. I urge you to continue to seek and encourage the development of new ideas and achievements to facilitate accomplishment of our mission.

Wsz [redacted]

William N. Hart

SUGGESTION AND ACHIEVEMENT AWARDS PROGRAM REPORT

FISCAL YEAR 1979 AND 1980

I. WORKLOAD AND ACCOMPLISHMENTS

<u>Suggestion Activity</u>	<u>FY-79</u>	<u>FY-80</u>
Suggestions and Inventions received.....	483	499
Eliminated as Ineligible.....	34 (7%)	24 (5%)
Processed and Evaluated as Eligible.....	449 (93%)	475 (95%)
Suggestions and Inventions Approved.....	118	122
Cash Awards.....	114	121
Certificates.....	4	1
Close-Out Actions (Declined Cases).....	341	357
Adoption Rate.....	26%	26%
Cash Awards Paid.....	\$33,820	\$33,210
Average Cash Award.....	\$297	\$274
First-Year Tangible Savings.....	\$205,091	\$207,807

Special Achievement Activity

Special Achievement and Exceptional Accomplishment Nominations Received.....	78	163
Cases Carried Over to FY-81.....		17
Cases Approved (Includes 5 FY-80 Prior Year Cases)....	74	151
Employees Awarded.....	109	191
Cash Awards Paid.....	\$109,828	\$215,050
Average Cash Award (by case).....	\$1,484	\$1,424
Average Cash Award (by employee).....	\$1,008	\$1,126
First-Year Tangible Savings.....	\$103,751	\$443,669

Consolidation

Total Cases Approved.....	192	273
Total Awards Paid.....	\$143,648	\$248,260
Total First-Year Tangible Savings.....	\$308,842	\$651,476

Directorate of Operations Special Panel Program
(Also Included in the above Statistics)

<u>Suggestions and Inventions</u>	<u>FY-79</u>	<u>FY-80</u>
Received.....	7	10
Declined.....	17	11
Adopted.....	10	7
Cash Awards Approved.....	\$3,650	\$6,100
 <u>Special Achievement and Exceptional Accomplishments</u>		
Received.....	3	22
Declined.....	0	0
Adopted.....	2	24
Cash Awards Approved.....	\$4,500	\$57,400

II. GRADE RANGE OF CASH AWARDEES (Agency-Wide)

	<u>Suggestions/ Inventions</u>		<u>Special Achievements/ Exceptional Accomplishments</u>		<u>Totals</u>	
	<u>FY-79</u>	<u>FY-80</u>	<u>FY-79</u>	<u>FY-80</u>	<u>FY-79</u>	<u>FY-80</u>
GS-06 and Below	28	28	7	27	35	55
GS-07 thru GS-11	53	69	50	100	103	169
GS-12 and above	39	38	52	64	91	102
Totals	120	135	109	191	229	326

Wage Board employees have been converted to GS equivalent to coincide with our Computer System procedures.

SUGGESTION AND ACHIEVEMENT AWARDS PROGRAMS
SUGGESTION REPORT - FISCAL YEAR 1980

Components	Eligible	Suggestions Declined	Adopted	Cert.	Cash Award	Amount Paid	Average Cash Award
Office of the							
Director							
ODCI	2	1	-	-	-	\$ -	\$ -
GENC	1	1	-	-	-	-	-
IG	2	1	-	-	-	-	-
PERS	23	8	4	-	4	505	126
OLC	1	-	1	-	1	1,000	1,000
RMS	3	3	-	-	-	-	-
CTS	3	1	-	-	-	-	-
	<u>35</u>	<u>15</u>	<u>5</u>	<u>-</u>	<u>5</u>	<u>\$1,505</u>	<u>\$ 301</u>
Directorate of							
Administration							
ODDA	2	3	-	-	-	\$ -	\$ -
MED	6	6	-	-	-	-	-
COMO	100	78	24	1	23	7,340	319
ISST	3	1	1	-	1	100	100
LOG	38	24	11	-	11	4,150	377
SEC	65	40	24*	-	24	2,725	114
OTR	10	17	3	-	3	350	117
FLN	3	3	-	-	-	-	-
ODP	16	16	6	-	6	1,110	185
	<u>243</u>	<u>188</u>	<u>69</u>	<u>1</u>	<u>68</u>	<u>\$15,775</u>	<u>\$432</u>
Directorate of							
Operations							
PCS	-	1	-	-	-	\$ -	\$ -
CMS	-	2	-	-	-	-	-
EPB3	1	-	-	-	-	-	-
CCS	2	-	-	-	-	-	-
	1	-	-	-	-	-	-
AF	5	6	1	-	1	100	100
EUR	9	9	1	-	1	700	700
EA	5	4	1	-	1	500	500
NE	1	1	-	-	-	-	-
SE	6	6	2	-	2	225	113
IA	6	2	1	-	1	100	100
IMS	12	4	1	-	1	700	700
	<u>8</u>	<u>5</u>	<u>2</u>	<u>-</u>	<u>2</u>	<u>2,100</u>	<u>1,050</u>
	<u>56</u>	<u>40</u>	<u>9</u>	<u>-</u>	<u>9</u>	<u>\$4,425</u>	<u>\$ 492</u>
National Foreign							
Assessment Center							
ONFA	3	3	-	-	-	\$ -	\$ -
OGCR	1	2	1	-	1	75	75
OPLA	3	4	1	-	1	100	100
OCR	7	6	3	-	3	400	133
CRES	1	-	-	-	-	-	-
NIC	1	1	-	-	-	-	-
OSWR	18	15	1	-	1	200	200
OER	6	4	1	-	1	25	25
OIA	3	2	1*	-	1	200	200
OSR	3	4	-	-	-	-	-
OCO	2	1	-	-	-	-	-
	<u>48</u>	<u>42</u>	<u>8</u>	<u>-</u>	<u>8</u>	<u>\$1,000</u>	<u>\$125</u>
Directorate of Science							
and Technology							
OIST	-	2	-	-	-	\$ -	\$ -
OSIG	3	5	-	-	-	-	-
ORD	6	4	4	-	4	3,150	788
ODE	15	9	3	-	3	375	125
OTS	21	18	11	-	11	4,125	375
NPIC	37	26	13*	-	13	2,705	208
	<u>6</u>	<u>8</u>	<u>2</u>	<u>-</u>	<u>2</u>	<u>150</u>	<u>75</u>
	<u>88</u>	<u>72</u>	<u>33</u>	<u>-</u>	<u>33</u>	<u>\$10,505</u>	<u>\$318</u>
TOTALS	470**	357***	124	1	123	\$33,210	\$270

*Offices shared credit for two cases.

**Plus 5 Interagency Referrals and 210 cases closed by the Executive Secretary, Grand Total 499.

***Includes 146 prior year cases.

SUGGESTION AND ACHIEVEMENT AWARDS PROGRAM
SPECIAL ACHIEVEMENT AND EXCEPTIONAL ACCOMPLISHMENT AWARDS REPORT
FISCAL YEAR 1980

Component	Cases Adopted	Awardees	Amount Paid	Average Award By Employee
Office of the Director				
PERS	9	11	\$ 9,750	\$886
RMS	2	2	1,700	850
	<u>11</u>	<u>13</u>	<u>\$11,450</u>	<u>\$881</u>
Directorate of Administration				
ODDA	1	1	\$ 1,000	\$1,000
MED	1	1	750	750
COMO	9	13	12,250	942
ISST	1	1	500	500
IOG	8	8	4,850	606
SEC	3	8	9,500	1,183
OTE	5	5	4,500	900
FIN	3	3	3,000	1,000
ODP	2	5	5,600	1,120
	<u>33</u>	<u>45</u>	<u>\$41,950</u>	<u>\$ 932</u>
Directorate of Operations				
CIS	4	4	\$ 7,200	\$1,800
PCS	1	1	1,000	1,000
CMS	2	2	1,750	875
CCS	1	1	1,000	1,000
IAD	3	3	2,750	917
	4	4	8,000	2,000
AF	10	10	13,900	1,390
EUR	8	8	8,750	1,094
EA	8	8	12,750	1,594
NE	4	20	19,500	975
SE	5	5	8,750	1,750
LA	4	4	11,550	2,888
IMS	7	7	7,100	1,014
	<u>11</u>	<u>11</u>	<u>10,250</u>	<u>932</u>
	<u>72</u>	<u>88</u>	<u>\$114,250</u>	<u>\$1,298</u>
National Foreign Assessment Center				
ONFA	1	1	\$ 1,000	\$1,000
OPFA	5	5	5,250	1,050
OCR	1	1	500	500
OSWR	2	2	1,000	500
OER	4	4	4,000	1,000
OIA	2	2	400	200
OSR	3	3	4,500	1,500
OCO	1	1	1,000	1,000
	<u>19</u>	<u>19</u>	<u>\$17,650</u>	<u>\$ 929</u>
Directorate of Science and Technology				
OSIG	7	11	\$ 9,250	\$ 841
ODE	1	1	2,000	2,000
OTS	4	4	7,900	1,975
NPIC	3	5	6,900	1,380
	3	5	3,700	740
	<u>18</u>	<u>26</u>	<u>\$29,750</u>	<u>\$1,144</u>